

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2016-0003
 Schedule Status Approved

Agency or Establishment Department of Justice
 Record Group / Scheduling Group General Records of the Department of Justice
 Records Schedule applies to Department-wide
 Schedule Subject Email from Non-Capstone Official Accounts
 Internal agency concurrences will be provided No

Background Information

The Department of Justice uses agency specific records control schedules to manage its permanent and temporary email. DOJ email management generally follows the NARA Capstone approach as set forth in NARA General Records Schedule (GRS) 6.1, Email Managed Under a Capstone Approach. The email of DOJ designated Capstone officials is covered by NARA approved records control schedules N1-060-10-036, Email Records of the Attorney General, Deputy Attorney General, and Associate Attorney General and their Program Staffs. DAA-0060-2015-0006, U.S. Department of Justice Assistant Attorneys General Email, DAA-0060-2015-0007, Email Records of the Heads of Components. N1-060-10-035, Electronic Mail Records of Administrative Staff for the Offices of the Attorney General, Deputy Attorney General, and Associate Attorney General schedules non-Capstone email and is specific to the DOJ Senior Leadership Offices. This schedule covers all other non-Capstone emails that are not associated with a related case or project. Emails identified as non-record, transitory, or personal and not related to DOJ business, follow the disposition set forth in General Records Schedule 5.2, Item 010. This schedule does not cover email created by the Federal Bureau of Investigation.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0060-2016-0003

Sequence Number	
1	Email From Non-Capstone Official Accounts Disposition Authority Number: DAA-0060-2016-0003-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="363 421 971 449">Email From Non-Capstone Official Accounts</p> <p data-bbox="363 470 1146 497">Disposition Authority Number DAA-0060-2016-0003-0001</p> <p data-bbox="363 523 1471 778">This item covers email records of individuals who are not designated as DOJ Capstone officials. This item does not apply to emails associated with a related case or project. DOJ Components covered by this item must use the longest retention in the range unless the Component submits to the Office of Records Management Policy (ORMP) their written policy and practice establishing standardized retentions within the retention range set by this schedule, which are appropriate for the Component's mission, business, and legal requirements.</p> <p data-bbox="363 800 919 827">Final Disposition Temporary</p> <p data-bbox="363 853 854 880">Item Status Active</p> <p data-bbox="363 906 805 934">Is this item media neutral? No</p> <p data-bbox="363 959 1081 987">Explanation of limitation Item covers email only.</p> <p data-bbox="363 1012 805 1129">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="363 1166 670 1193">Disposition Instruction</p> <p data-bbox="363 1225 1495 1289">Retention Period Destroy between 3 year(s) and 7 year(s) after sent or received</p> <p data-bbox="363 1332 667 1359">Additional Information</p> <p data-bbox="363 1391 951 1419">GAO Approval Not Required</p>

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
05/04/2016	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
10/12/2017	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
10/16/2017	Submit For Certification	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
10/16/2017	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
02/21/2018	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
02/26/2018	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/06/2018	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
04/06/2018	Concur	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1
04/10/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

04/11/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist
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